

Needham Youth Services supports youth in identifying employment opportunities. We do not screen businesses nor youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

Needham Youth Services

Job Posting 11/09/15

Job Posting: Tibma Design Build

Date: 11.02.15

Job Title: computer marketing assistant

Hourly Pay: \$12/hr

Age Requirements: male 16+

Job Hours: 5-10 hrs a week

Company Name: Tibma Design Build

Company Address: 189 Rosemary Suite 1, Needham

Company Website: www.tibmadesignbuild.com

Contact Person: Dan Tibma

Number: 781-453-0414

Email: dantibma@tibmadesignbuild.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Help with Social Media, You Tube postings. Address mailings, Data entry in CRM.

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Job Posting: Stone Rehabilitation & Senior Living (Formerly Stone Institute)

Date: 10/29/2015

Job Title: Receptionist

Hourly Pay: \$9.00 Per Hour

Age Requirements: 16

Job Hours: 4:30PM-7:30PM Mon-Fri (one or two nights); Sat/Sun – shifts available:
9AM-230PM and 230PM-730PM

Company Name: Stone Rehabilitation & Senior Living (formerly Stone Institute)

Company Address: 277 Elliot Street, Newton Upper Falls, MA 02464

Company Website: www.StoneInstitute.com

Contact Person: Carol Osofsky, Business Office Coordinator

Number: 617-527-0023

Email: cosofsky@StoneSeniorLiving.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

We are looking for a few candidates who would like to work our Reception Desk to greet guests and answer the telephone.



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Job Posting: Beaumont Capital Management

Date: 10/20/15

Job Title: Sales/Marketing Internship

Hourly Pay: \$10-\$12

Company Name: Beaumont Capital Management

Age Requirements: 17+

Job Hours: Flexible but looking to start with 8-10 hours per week. This could increase depending on youth availability.

Company Name: Beaumont Capital Management

Company Address: 250 1st Ave, Suite 101, Needham, MA

Company Website: www.investbcm.com

Contact Person: Stephanie Reardon

Number: 781-400-2808

Email: sreardon@investbcm.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

We are seeking a driven junior or senior student with a high willingness and ability to learn and execute a wide variety of tasks. The initial primary task will consist mainly of mailings (company gear and "thank you" notes) to our clients. Other responsibilities could include anything related to sales and marketing. Neat penmanship is a must!



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Job Posting: St. Joseph's Basketball Program

Date: 10/19/15

Job Title: referee

Hourly Pay: \$15 per game

Age Requirements:

Job Hours: varies

Company Name: St Joseph's Basketball Program

Company Address:

Company Website:

Contact Person: Steve Blomberg

Number:

Email: coachsteve39@msn.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Please Contact Steve Blomberg at: coachsteve39@msn.com. Include your name, grade, email address and a phone number. A refereeing clinic is required from which qualified referees will be selected for the program.



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Job Posting: Staples

Date: 10/15/2015

Company Name: Staples

Job Title: Sales Associate

Hourly Pay: \$9.10 + based on experience

Job Hours: 10-20

Age Requirements: 16+

Company Address: 163 Highland Ave, Needham, MA

Company Website: Staples.com

Contact Person: Tiffany McNulty

Number: 781-449-5766

Email: tiffany.mcnulty@staples.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

No experience necessary...Position Summary: Responsible for providing exceptional customer service and creating a customer centric environment. This person will also be required to perform store operational tasks as needed.

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Job Posting: Walgreens

Date: 10/4/2015

Job Title: Customer Service Associate

Hourly Pay: \$9.00

Age Requirements: 16

Job Hours: Varies, store is open 7am - 10pm. Typical shifts are 7-4 ish or 3-10 ish

Company Name: Walgreens

Company Address: 1478 Highland Ave

Company Website: www.walgreens.com

Contact Person: Andrea Baxter or any other manager on duty

Number: 781-444-5714

Email: mgr.01852@store.walgreens.com

Brief Description of the job duties and qualifications needed (1-2 sentences): Customer Service!!!! Warehouse Management, Store Upkeep, duties vary daily.



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Job Posting: North Hill Communities

Date: 10/29/2015

Job Title: Dinner Server

Hourly Pay: \$12.00

Age Requirements: 16+

Job Hours: 3:30p-8:30p

Company Name: North Hill Communities

Company Address: 865 Central Avenue

Company Website: www.northhill.org/careers

Contact Person: Richard Hilaire, Director of Dining Services

Number: 617-206-7211

Email: rhilaire@northhill.org

Brief Description of the job duties and qualifications needed (1-2 sentences):

Independent living, 2 restaurants. Fine Dining service and casual service. Greeting residents and taking dinner orders. Placing orders for kitchen to prepare, Delivering prepared meals to table, and clearing. Pleasant personality and outgoing preferable. We will train on the job. No experience is necessary but you apply on line, please list 3 years' experience with the school name as employment history or the online system will reject for no experience.



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Job Posting: Orange Leaf Frozen Yogurt

Date: 9/24/15

Job Title: Crew

Hourly Pay: \$9

Age Requirements: at least 16 years old

Job Hours: Flexible hours/shifts but must be available between the hours of 3pm-10pm on weekdays and 12pm-11pm on weekends; weekday shifts are 3-7pm and 7-10pm

Company Name: Orange Leaf Frozen Yogurt

Company Address: 1185 Highland Avenue, Needham

Company Website: www.orangeleafyogurt.com

Contact Person: Stacey Krug

Number: (617)823-2022

Email: Stacey@OLNeedham.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Customer Service- greeting customers, providing product samples, cashier; light food prep, maintaining cleanliness of the store, closing procedures.

Orange Leaf is a fun, festive, happy place to visit and to work! We're seeking mature, responsible, hard-working candidates to join our awesome team!



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Job Posting: TJX Companies

Date: 11/02/15

Company Name: TJX Companies

Job Title: Varied Positions

Hourly Pay: Minimum wage

Job Hours: Part-Time & Full-Time

Age Requirements:

Company Address: Varied Locations

Company Website: www.tjxjobs.com

Contact Person:

Number: 1-866-831-0865

Email: Workforce.Service@ey.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Qualifications:

- Ability to work a flexible schedule, including nights and weekends
- Professional appearance
- Solid customer service skills and experience
- Excellent verbal and written skills
- Ability to make timely decisions under challenging circumstances
- Strong organizational skills, attention to detail
- Leadership, takes ownership, can direct others
- Self-motivated, works quickly and efficiently on multiple tasks
- Responsible, dependable and honest

Please note that the above represent the job was received by the Youth Services Office over the course of the past week. For additional employment opportunities, please also check postings from prior weeks as jobs listed there may still be open (i.e. not yet filled).